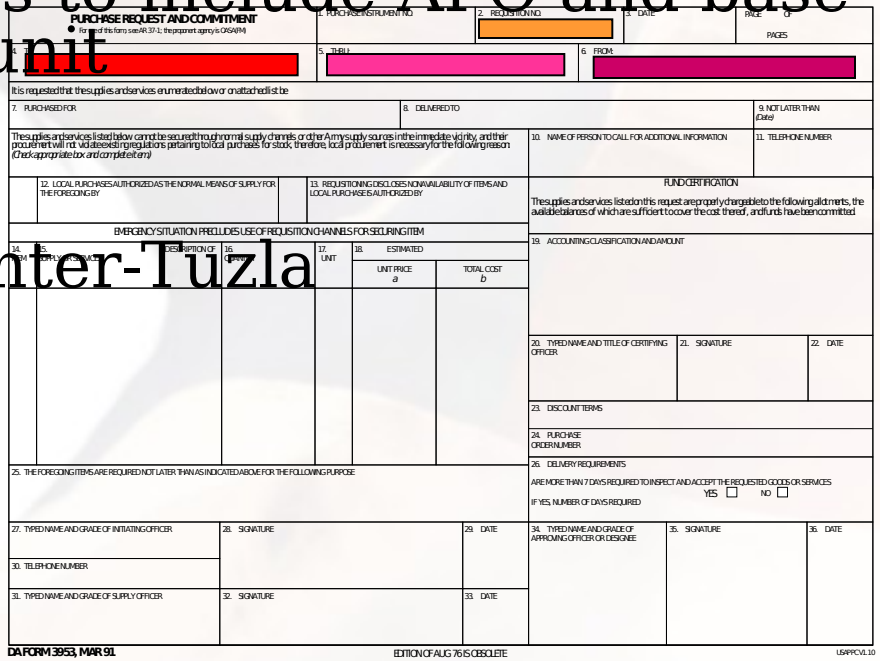
PREPARING A PR&C

Customer Process DA 3953

- Requesting unit's document number for all non property book items. PBO document number for all property book items.
- TFE Comptroller, Div, Tuzla Main, APO AE 09789
- Complete unit address to include APO and base camp for requesting unit
- Contracting Officer, Joint Contracting Center-Tuzla APO, AE 09789



PURCHASE REQUEST AND COMMITMENT

For use of this form see AR 37-1; the proponent agency is OASA(FM)

1. PURCHASE INSTRUMENT NO. | 2. REQUISITION NO. | 3. DATE | PAGE | OF PAGES

4. TO | 5. THRU | 6. FROM

It is requested that the supplies and services enumerated below or on attached list be

7. PURCHASED FOR | 8. DELIVERED TO | 9. NOT LATER THAN (Date)

The supplies and services listed below cannot be secured through normal supply channels or other Army supply sources in the immediate vicinity, and their procurement will not violate existing regulations pertaining to local purchases for stock, therefore, local procurement is necessary for the following reason (Check appropriate box and complete item)

12. LOCAL PURCHASES AUTHORIZED AS THE NORMAL MEANS OF SUPPLY FOR THE FOREGOING BY

13. REQUISITIONING DISCLOSES NONAVAILABILITY OF ITEMS AND LOCAL PURCHASES AUTHORIZED BY

EMERGENCY SITUATION PRECLUDES USE OF REQUISITION CHANNELS FOR SECURING ITEM

14. STOCK NO. | 15. DESCRIPTION OF ITEM (Type, Class, Size) | 16. UNIT | 17. QUANTITY | 18. ESTIMATED UNIT PRICE a | TOTAL COST b

25. THE FOREGOING ITEMS ARE REQUIRED NOT LATER THAN AS INDICATED ABOVE FOR THE FOLLOWING PURPOSE

10. NAME OF PERSON TO CALL FOR ADDITIONAL INFORMATION | 11. TELEPHONE NUMBER

FUND CERTIFICATION

The supplies and services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed

19. ACCOUNTING CLASSIFICATION AND AMOUNT

20. TYPED NAME AND TITLE OF CERTIFYING OFFICER | 21. SIGNATURE | 22. DATE

23. DISCOUNT TERMS

24. PURCHASE ORDER NUMBER

26. DELIVERY REQUIREMENTS

ARE MORE THAN 7 DAYS REQUIRED TO INSPECT AND ACCEPT THE REQUESTED GOODS OR SERVICES YES ☐ NO ☐

IF YES, NUMBER OF DAYS REQUIRED

27. TYPED NAME AND GRADE OF INITIATING OFFICER | 28. SIGNATURE | 29. DATE

30. TELEPHONE NUMBER

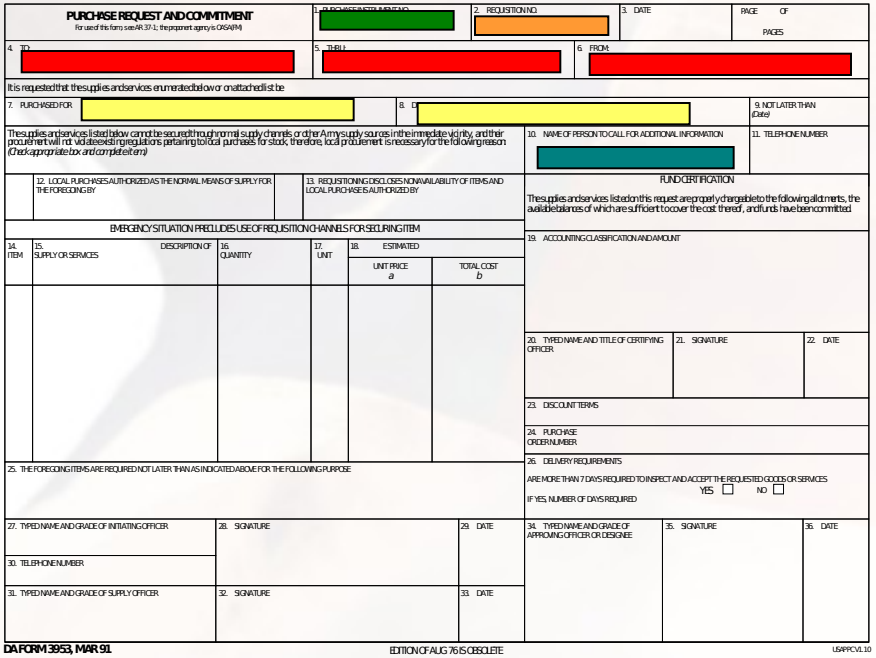
31. TYPED NAME AND GRADE OF SUPPLY OFFICER | 32. SIGNATURE | 33. DATE

34. TYPED NAME AND GRADE OF APPROVING OFFICER OR DESIGNEE | 35. SIGNATURE | 36. DATE

DA FORM 3953, MAR 91 | EDITION OF AUG 76 IS OBSOLETE | USAPPC V1.10

Customer Process DA 3953

- **Purchased For? Delivery Address?**
- **Requester POC Information - Be specific This is the person we can call for more info**



PURCHASE REQUEST AND COMMITMENT

For use of this form see AR 37-1; the proponent agency is CRSA(FM)

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19. ACCOUNTING CLASSIFICATION AND AMOUNT

20. TYPED NAME AND TITLE OF CERTIFYING OFFICER | 21. SIGNATURE | 22. DATE

23. DISCOUNT TERMS

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IF YES, NUMBER OF DAYS REQUIRED

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31. TYPED NAME AND GRADE OF SUPPLY OFFICER | 32. SIGNATURE | 33. DATE

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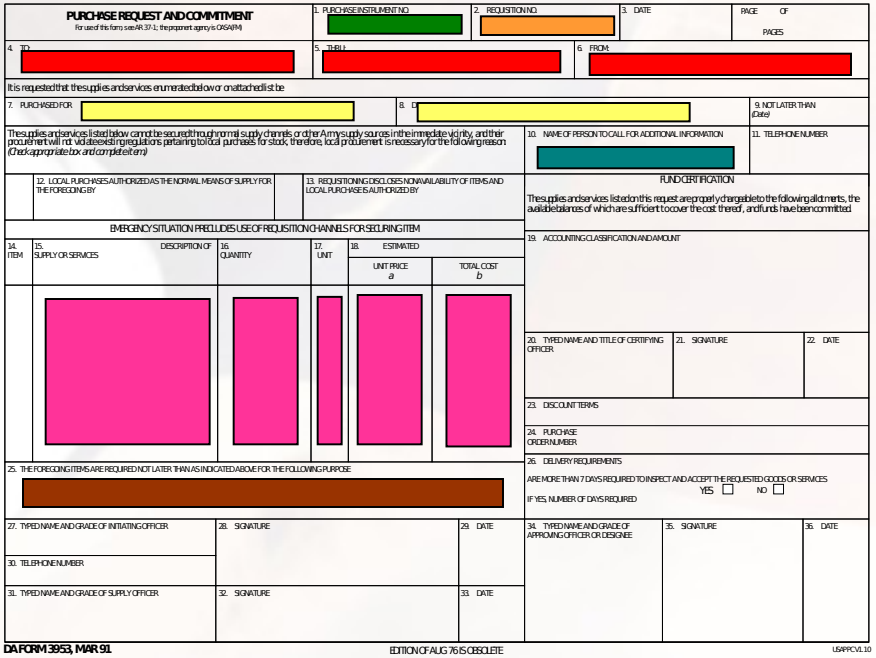
DA FORM 3953, MAR 91 EDITION OF AUG 76 IS OBSOLETE USAPPC V1.10

Customer Process DA 3953

- **Fully describe items required and quantities**
  - **Be Specific - You will get exactly what you**
  - **Include 15% for shipping and variations**
  - **Recommend Source - provide part number**
  - **Attach as much additional detail as possibl**

- **Brief statement to justify your requirement**

Specific mission impact?



PURCHASE REQUEST AND COMMITMENT

For use of this form, see AR 37-1; the proponent agency is DRSA(M)

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15. SUPPLY OR SERVICES
DESCRIPTION OF
16. QUANTITY
17. UNIT
18. ESTIMATED
UNIT PRICE a
TOTAL COST b
19. ACCOUNTING CLASSIFICATION AND AMOUNT
20. TYPED NAME AND TITLE OF CERTIFYING OFFICER
21. SIGNATURE
22. DATE
23. DISCOUNT TERMS
24. PURCHASE ORDER NUMBER
25. THE FOREGOING ITEMS ARE REQUIRED NOT LATER THAN AS INDICATED ABOVE FOR THE FOLLOWING PURPOSE
26. DELIVERY REQUIREMENTS
ARE MORE THAN 7 DAYS REQUIRED TO INSPECT AND ACCEPT THE REQUESTED GOODS OR SERVICES
YES ☐ NO ☐
IF YES, NUMBER OF DAYS REQUIRED
27. TYPED NAME AND GRADE OF INITIATING OFFICER
28. SIGNATURE
29. DATE
30. TELEPHONE NUMBER
31. TYPED NAME AND GRADE OF SUPPLY OFFICER
32. SIGNATURE
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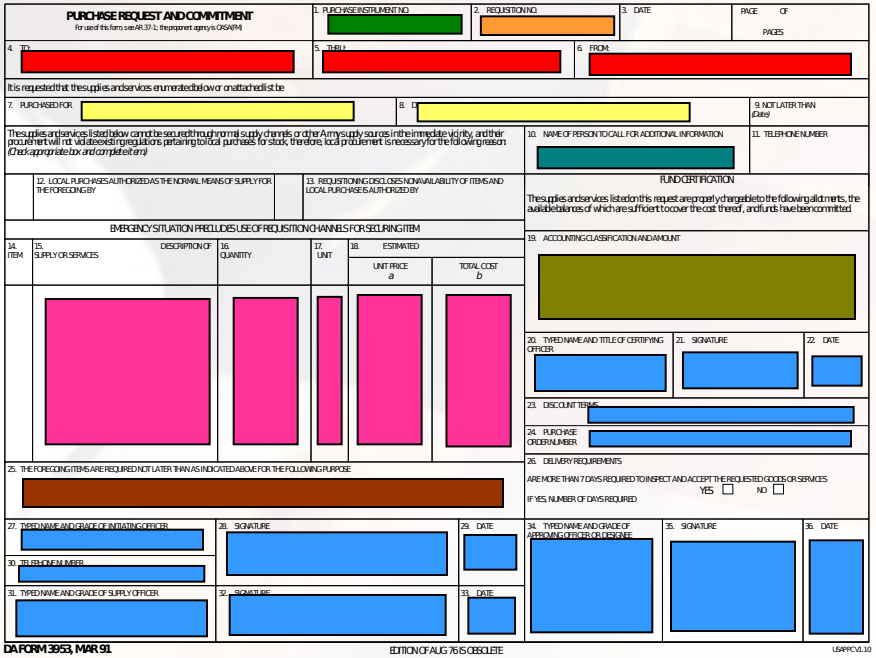
35. SIGNATURE
36. DATE
DA FORM 3953, MAR 91
EDITION OF AUG 76 IS OBSOLETE
USAPPC V1.10

Customer Process DA 3953

- **Get required approvals-(see next chart)**
  Dollar value determines who must appr
  And, you can't "split" the requirement!

- **The PR/C then passes to comptroller to obta**



PURCHASE REQUEST AND COMMITMENT

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ARE MORE THAN 7 DAYS REQUIRED TO INSPECT AND ACCEPT THE REQUESTED GOODS OR SERVICES YES ☐ NO ☐

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DA FORM 3953, MAR 91 | EDITION OF AUG 76 IS OBSOLETE | USAPPC V1.10

Approvals

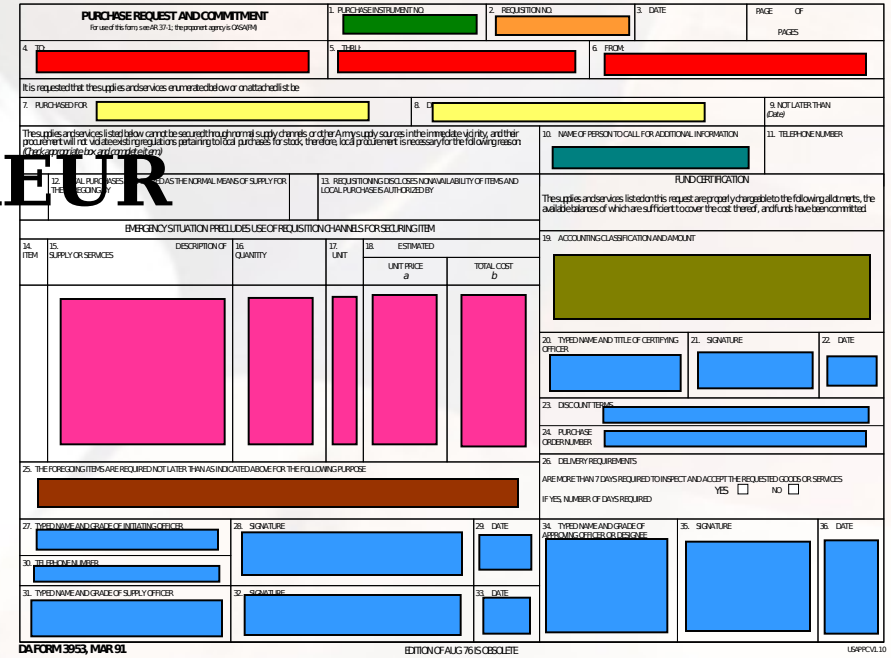
Approval Thresholds

$1 - $2499 G-4

Over $2500 - $49,999 CG

Over $2500 JARB
(Chief of Staff)

Over $50,000 USAREUR



PURCHASE REQUEST AND COMMITMENT

For use of this form see AR 37-1; the proponent agency is CASA(FM)

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8. DI
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10. NAME OF PERSON TO CALL FOR ADDITIONAL INFORMATION
11. TELEPHONE NUMBER
12. LOCAL PURCHASES ARE THE NORMAL MEANS OF SUPPLY FOR THIS AGENCY
13. REQUISITIONING DISCLOSES NONAVAILABILITY OF ITEMS AND LOCAL PURCHASE IS AUTHORIZED BY
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The JARB

- **Joint Acquisition Review Board**
  - Policy determined by Head of Contracting Activity for USAREUR
    - DCG, USAREUR/7A
  - JARB Validates, then sources requirement
  - Recommends Only - Chief of Staff Final Approval

- **JARB Composition**
  - Voting members: DPW, G4, Engineer, Camp Mayor, RM, JCC, G3
  - Advisors: Legal, DCMA, G1, G6, Safety, PBO
  - Must be present – JCC and DCMA ACO reps

- **Concerns**
  - Come to the JARB with cost data
  - Show cost and benefit to project
  - Articulate clearly

INFORMATION TO BRING TO JARB

A. What is the funding source for the requirement?
B. Was this item in your budget?
C. How have you gotten along without it for so long?
D. Why is this a valid requirement?
E. Is there any similar excess property available in the TF, or in another command or agency that could fill the need?
F. When considering construction and facility renovation projects, are temporary construction/Red H. Book Standards and a 3-5 year planning horizon being used?
G. Why is the requested quantity needed, and why can't you get by with fewer?
H. Why won't a cheaper version suit the need? (Remember that cheaper sometimes means more expensive in the long run, if lower quality products must be replaced more quickly)
I. Is the vendor or contractor you recommend the best source/only source you looked at?
J. Is this part of a larger project? Will any other purchases need to be made to produce a complete and useable facility, or to produce a complete and functional system?
K. Can the item/materials be harvested if we move?
L. Do you realize that when you leave here that the property will not go with you and that it stays here with the TF?

EMERGENCIES

- **Serious injury, financial or other, to the Government (mission damage)**
  - **Poor planning does not justify urgency or an emergency**
- **E-JARBs or calling an emergency JARB meeting**
- **Walkthrough of requirement (extremely rare occasions)**
  - **SJA – validate legal sufficiency**
  - **CofS – approves or disapproves**
  - **Requirement in minutes of next JARB accompanied by written rationale**
- **Written rationale**
  - **Signed by commander**

EMERGENCIES

- **Written rationale (Cont)**
  - **Why it was impossible to plan**
  - **Explanation of the compelling need**
  - **An impact statement that details the impact on the mission if the requirement is not procured by the required date. This statement should be quantified to indicate risk to personnel or estimated monetary loss to the government**

YOUR ROLE

- Key role
  - Locate sources (vendors)
  - Obtain pricing information
  - Submit a Purchase Request
  - STOP!
- Fine line between obtaining information and ordering
- JCC takes it from here

UNAUTHORIZED COMITMENTS

le doing research on what you need and research potential commercial suppliers

DO NOT OBLIGATE THE GOVERNMENT

o cause a contractor to perform in such a way tha he government obtains some benefit for which it liable for payment)

obligation made in advance of commitment of fun is violation of Federal Law

QUESTIONS ?

CALL JCC AT 762-7341 IF YOU HAVE ANY QUESTIONS

REMEMBER GET US INVOLVED EARLY